



U.S. DEPARTMENT OF THE INTERIOR  
Certification of Position Approval  
for Retirement  
Under 5 USC § 8336(c) and § 8412(d)

[ x ] Approved under the Civil Service Retirement System, 5 USC § 8336(c)

[ x ] Approved under the Federal Employees Retirement System, 5 USC § 8412(d)

Category of Coverage: Secondary/Administrative (Firefighter)

Bureau: Any DOI Bureau may use this Standard PD and must use the Standard PD Number

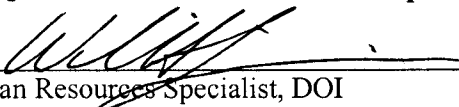
Classification Title: Range/Forestry Technician (Fire)

Organization Title: Prescribed Fire/Fuels Technician


Standard Position Number: DOI118 Series and Grade: GS-0455/0462-06/07

RECOMMENDATION FOR COVERAGE: Secondary/Administrative Firefighter coverage is recommended under both CSRS and FERS.

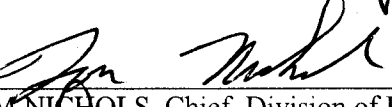
The incumbent serves in a key fire management position as a Prescribed Fire/Fuels Technician. The primary responsibilities of the position are preparing and carrying out prescribed fire plans, fire effects, manual and mechanical hazardous fuels treatments, and smoke and wildland fire use monitoring. The incumbent also conducts field surveys to determine the location of hazardous fuel conditions. **This is an administrative position in an organization having a firefighting mission, and is clearly in an established career path. Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for incumbents of this position.**

  
ALAN SIZEMORE, Human Resources Specialist, DOI

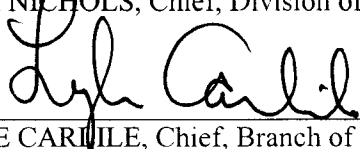
05-28-2010  
Date

  
TIMOTHY MURPHY, Deputy Assistant Director (NIFC)

6-3-10  
Date

  
TOM NICHOLS, Chief, Division of Fire and Aviation, NPS

6/2/10  
Date

  
LYLE CARILLE, Chief, Branch of Wildland Fire Management, BIA

6/4/10  
Date

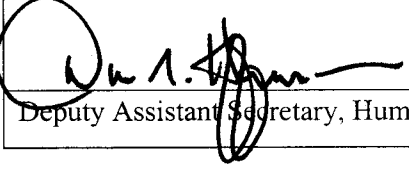
  
BRIAN MCMANUS, Chief, Branch of Fire Management, FWS

6/3/2010  
Date

  
MICHAEL GILLMORE, Supervisory Program Analyst, DOI

6/7/10  
Date

**APPROVAL:** The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement **retroactive to classification date.** Approval is by DOI Secretary's Designee:

  
Deputy Assistant Secretary, Human Capital and Diversity

6/9/10  
Date

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.  
DOI118

2. Reason for Submission ☒ Redescription ☐ Reestablishment ☐ New ☐ Hdqtrs ☒ Field ☐ Other  
Explanation (Show any positions replaced)

Replaces DOI018

4. Employing Office Location  
7. Fair Labor Standards Act ☐ Exempt ☒ Nonexempt  
10. Position Status ☒ Competitive ☐ Excepted (Specify in Remarks) ☐ SES (Gen.) ☐ SES (CR)

5. Duty Station  
8. Financial Statements Required ☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest  
11. Position Is ☐ Supervisory ☐ Managerial ☒ Neither  
12. Sensitivity ☒ 1-Non-Sensitive ☐ 3-Critical ☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

6. OPM Certification No.  
9. Subject to IA Action ☒ Yes ☐ No  
13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Range/Forestry Technician (Fire)	GS	0455/0462	07	YES	5/18/10
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)  
Prescribed Fire/Fuels Technician

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of the Interior	c. Third Subdivision
a. First Subdivision BIA BLM FWS NPS	d. Fourth Subdivision
b. Second Subdivision	e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

GS-0455, GS-0462, Aid and Technical Work in the Biological Sciences Series, GS-0400 TS-111 (12/91)

Typed Name and Title of Official Taking Action

LINDA F. ERWIN, DOI HR

HR Specialist

Signature \_\_\_\_\_ Date \_\_\_\_\_

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

Approval Date

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-634-4265

Previous Edition Usable

5008-106

OF 8 (Rev. 1-85)  
U.S. Office of Personnel Management  
FPM Chapter 295

## POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT
3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED	
IIa. _____	d. _____
b. _____	e. _____
c. _____	

4. CSC TITLE AND BUREAU POSITION NO. DOI118 Range/Forestry Technician (Fire)	SCHEDULE GS	SERIES 0455/0462	GRADE 06
<input type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE			

## CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;">           _____            (Signature of Supervisor)         </div> <div style="width: 45%;">           _____            (Date)         </div> </div> <div style="margin-top: 10px;">           TITLE _____         </div>	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.  <div style="text-align: center; margin-top: 20px;">            Linda F. Erwin, DOI HR            (Official Exercising Classification Authority)         </div> <div style="text-align: right; margin-top: 10px;">           5/18/10            (Date)         </div> <div style="margin-top: 10px;">           TITLE HR Specialist         </div>
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7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The duties and responsibilities of this position are essentially the same as those described at the GS-07 level except the incumbent functions under closer supervision and controls. When the incumbent of this position becomes fully proficient and is able to perform the duties described more independently, he/she may be noncompetitively promoted to the GS-07.

Department of the Interior, FLERT Specialist   
 This PD has been approved as follows under 5 USC 8336(c) and 8412(d)  
☒ Firefighter ☐ Law Enforcement  
☐ Primary ☒ Secondary/Administrative ☐ Sec/Supvy  
 Approval Date June 8, 2010

**SUPERVISORY CERTIFICATION:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that a false or misleading statement may constitute violations of such statutes or their implementing regulations.

\_\_\_\_\_  
 Name Signature and Title of Supervisor

\_\_\_\_\_  
 Date

## **INTRODUCTION:**

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The incumbent serves in a key fire management position in a field fire management organization as a Prescribed Fire/Fuels Technician. This position is located in a unit with a low fire management program complexity level or serves in support of a higher level position in a moderate or high complexity program.

Primary responsibilities of the position are preparing and carrying out prescribed fire plans, fire effects, manual and mechanical hazardous fuels treatments, and smoke and wildland fire use monitoring. The incumbent also conducts field surveys to determine the location of hazardous fuel conditions.

Beginning October 1, 2010, the National Wildfire Coordinating Group (NWCG) incident management qualifications and additional required training specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide apply to all grade levels of this position description.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

This position requires a valid state driver's license.

This is a Testing Designated Position (TDP) under the Department of the Interior Drug-Free Workplace Program.

## **MAJOR DUTIES:**

### **Planning (40%)**

Plans and conducts project assessments which determine the presence or absence of hazardous wildland fuels. Information on fuel conditions and predictions of fire behavior are collected through a variety of methods, including field surveys, computer modeling, and specific literature searches. Results are reported to the Prescribed Fire/Fuels Specialist and used in the determination and prioritization of prescribed fire and mechanical treatment projects.

Reviews project plans and makes recommendations on appropriate levels of monitoring. Establishes study plots to assess fire and fire suppression impacts on the ecosystem. Develops and refines plot characteristics, frequency of visits, subjects to be measured, and data storage and analysis techniques.

Participates in drafting prescribed fire/fuels management plans following the interagency template. This involves reviewing fuel treatment alternatives and may include preparing segments of a plan to support objectives of the fire management program.

Creates, updates, and uses a database to model and analyze fire behavior and fire effects observation data. Ensures data quality. Ensures proper data storage and archival procedures are followed.

**Operations and Safety (60%)**

Serves on prescribed fire and fuels projects in positions for which qualified. Technically administers all aspects of the prescribed fire/fuels plan, ensuring that preparation, ignition, holding, mop-up, and rehabilitation are completed to the standards specified.

During the implementation of prescribed fire plans, fuels projects, and wildland fire use plans, monitors fire behavior, evaluates fire effects, identifies potential problems and makes recommendations.

Conducts field reconnaissance of prescribed fire/fuels treatment units, summarizes field findings and makes recommendations on appropriate prescriptive criteria for meeting program objectives.

Identifies and provides for training needs to support prescribed fire and fuels management programs.

Participates in wildland fire and safety training in the techniques, practices, and methods of fire suppression and in the safe, efficient operation and use of tools, equipment, and vehicles used in fire suppression activities, with emphasis on those used for the particular function assigned. Participates in preparedness reviews, proficiency checks and drills, safety sessions, and after action reviews. Ensures own and other's welfare and safety in all aspects of the assignment.

Supports wildland fire suppression activities.

Operates a variety of motor vehicles to transport equipment, supplies, crew members, etc.

Uses specialized firing equipment.

**FACTORS**

**1. Knowledge Required by the Position**

(Level 1-4, 550 points)

Knowledge of and the ability to apply agency and departmental policies, directives, guidelines and practices regarding wildland fire suppression, and prescribed fire and fuels treatment operations.

Knowledge of the effects of fire on natural and cultural resources. Understanding of fire ecology principles as they apply to local fuel and vegetation types, fire research methods and procedures, fire weather, smoke management, fire behavior and the methods used to monitor, describe, analyze and predict fire behavior.

Knowledge and experience in prescribed fire operations, including burning techniques, fuels inventory, preparation of burn plans, prescriptions, firing procedures, holding strategies and site rehabilitation; and the effects of wildland fire management and fire suppression activities and how they affect natural and cultural resources. Prior wildland firefighting experience is a mandatory requirement.

Knowledge and skill in the care, maintenance, and utilization of wildland fire suppression and prescribed fire and fuels treatment equipment.

Knowledge of accepted fire safety practices and procedures.

Knowledge of fire behavior prediction techniques and technologies.

Oral and written communication skills sufficient to record and transmit findings and observations.

**2. Supervisory Controls**

(Level 2-3, 275 points)

Supervisor defines objectives and sets priorities and deadlines. Incumbent is relied upon to independently carry assignments through to completion. Work plans for non-routine activities and controversial aspects of assignments are typically discussed with supervisor or the Fire Management Specialist. The supervisor is usually available for consultation and advice on new practices or significantly modified principles and practices. Completed work is reviewed for appropriateness and technical soundness. Methods are not typically reviewed in detail.

**3. Guidelines**

(Level 3-2, 125 points)

General guidance can be found in agency and bureau published directives such as: wildland fire/fuels operations manuals, safety regulations, handbooks, and guides.

Specific guidance is also contained in the prescribed fire and fuels treatment plans, job hazard analysis, natural and cultural resource plans, interagency agreements, and memorandums of understanding.

Since every possible situation cannot be anticipated and covered in training, the employee must use judgment in applying knowledge, especially in situations where the supervisor is not available for consultation.

**4. Complexity**

(Level 4-3, 150 points)

The incumbent's position has key responsibility for providing fire management technical assistance in planning and implementing the full range of wildland fire use, prescribed fire, and fuels activities. This involves considering and evaluating factors such as fuel loading, ecosystem dynamics, fire history, fire situation and fire danger, resource availability, weather, smoke management issues, public safety, resources threatened, safety hazards, costs, and monitoring problems. The incumbent must identify, evaluate, and consider the interrelationships of the fire

and physical environment in order to select the most appropriate methods from among alternatives.

**5. Scope and Effect**

(Level 5-3, 150 points)

The purpose of the incumbent's work is to perform complex fire management support work and to assist in the development of wildland fire use, prescribed fire, and fuels treatment plans; to assist others in the implementation of these plans; and to collect information for scientifically based management of prescribed fire operations. The work directly affects the design and execution of projects, the accuracy and acceptability of findings and recommendations, and provides an essential basis for management conclusions and plans.

**6. Personal Contacts**

(Level 6-2, 25 points)

Primary contacts are with wildland fire use, prescribed fire, and fuels treatment project personnel, and others in non-fire functions. Contacts are also frequently made with personnel from other local, state, federal, and tribal agencies. Other significant contacts include contractors, news media, local community leaders, cooperators, and the general public.

**7. Purpose of Contacts**

(Level 7-2, 50 points)

The primary purpose of contacts is to provide information, plan and conduct wildland fire use, prescribed fire, and fuels treatment projects. Contacts are also made to coordinate activities, ensure compliance with established safe practices, solve operational problems, resolve conflicts, and conduct training.

**8. Physical Demands**

(Level 8-3, 50 points)

Arduous: Duties involve rigorous fieldwork requiring above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.

Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.

**9. Work Environment**

(Level 9-3, 50 points)

The work is primarily performed in forest and range environments in steep terrain where surfaces may be extremely uneven, rocky, covered with vegetation, and in smoky conditions. Temperatures vary from above 100 degrees F to below freezing. Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Personnel must adjust and cope with exposure to adverse weather elements, dust and smoke, poor sleeping and eating conditions and unpredictable sets of

circumstances. Incumbent may be required to live in backcountry camps for extended periods of time. The hazardous nature of the work requires that personal protective equipment be worn (boots, hardhat, gloves, flame resistant clothing, etc.). Work may require travel by light fixed-wing or rotor-wing aircraft.

1425 points, GS-7 (1355 - 1600)